**Ribbon Location Scavenger Hunt**

List the name of the correct ribbon tab where the command for the listed function would be most likely located. Fill in the “ribbon tab name” column with File, Home, Insert, Page Layout, References, Mailings, Review, or view.

|  |  |  |
| --- | --- | --- |
|  | **Ribbon Tab Name** | **Function Description** |
| 1 |  | Bold text |
| 2 |  | Create envelopes |
| 3 |  | Compare versions of a document |
| 4 |  | Insert a footnote |
| 5 |  | Change page orientation to portrait |
| 6 |  | Add a picture |
| 7 |  | Translate a document to Spanish |
| 8 |  | Change the zoom setting to see two pages on screen |
| 9 |  | Change the page border |
| 10 |  | Find a specific word in the document |
| 11 |  | Print the document |
| 12 |  | See the document as an outline |
| 13 |  | Start a numbered list |
| 14 |  | Add a symbol |
| 15 |  | Check spelling and grammar |
| 16 |  | Start a mail merge |
| 17 |  | Add a blank page |
| 18 |  | Show the ruler |
| 19 |  | Create a bibliography |
| 20 |  | Add a new comment |
| 21 |  | Add a chart |
| 22 |  | Split the screen view |
| 23 |  | Increase the paragraph indentation |
| 24 |  | Change the paper size |
| 25 |  | Insert a field |
| 26 |  | Make selected text superscript |
| 27 |  | Add a built-in equation |
| 28 |  | Select the recipients for a mail merge |
| 29 |  | Change the theme for the document |
| 30 |  | Show the word count for the document |
| 31 |  | Send the document as an email attachment |
| 32 |  | Add page numbers at the bottom of the page |
| 33 |  | Apply a drop cap style to the first letter in a paragraph |
| 34 |  | Reject changes made by a viewer |
| 35 |  | Check for any issues with the document |
| 36 |  | Paste a copy of a picture used earlier in the document |
| 37 |  | Open a recent document created on the same computer |
| 38 |  | Add a signature line |
| 39 |  | Restrict others from editing the document |
| 40 |  | Sort a list alphabetically |
| 41 |  | Insert a basic matrix SmartArt |
| 42 |  | Change the left margin on the page to two inches |
| 43 |  | Clear the font formatting |
| 44 |  | Start a new document using the contracts template |
| 45 |  | Add a new mail merge field |
| 46 |  | Find a synonym using the thesaurus |
| 47 |  | Use the format painter |
| 48 |  | Change the layout to two columns |
| 49 |  | Show the Reviewing Pane |
| 50 |  | Add clip art |